



Attention



On-Board Surveillance (Video Recording)

Route 9 – Greenwood/Midway

Purpose: Student safety and discipline/behavior issues

Notice Period: March 8 to 13/2022

Recording begins: March 14/2022

Questions : Please contact the Director of Operations,

David Reid at David.reid@sd51.bc.ca



March 2022

Policy 2071 - Video Surveillance, School Buses - Key Points

The full policy can be found on the SD51 website here: [Policy 2071](#)

Purpose

- On-board video surveillance is to be conducted only for the purposes of promoting bus safety and discipline.

Notice

- A bulletin will go out to students and parents advising that video surveillance is in place prior to using.
- Drivers will advise students verbally of video recordings prior to using.
- Signage will be posted on the interior of the bus for the duration of use.

Viewing recording

- Access to view recordings will be limited as described in the policy.
- A master log will be maintained of all access to or use of video recordings.

Retention of recordings

- Recordings shall be erased within one (1) month, unless retained for a specific purpose as outlined in article 4.
- Recordings retained for a specific purpose, shall be erased as soon as the incident in question has been resolved unless other policy 4 sections are applicable.

Review

- The Director of Operations is responsible for the management and administration of video surveillance on school buses.
- The Superintendent or designate shall be responsible for an annual review of the surveillance procedures and will report to the Board.



On-board Video Surveillance, Reporting Procedures

Student reports an issue:

1. The student must speak to the bus driver about the incident as soon after the incident as possible (not more than 1-week after the incident).
2. If the driver witnessed the incident, they will fill out an incident form and follow the appropriate procedures as outlined on the [Bus Incident Report Form](#).
3. If the bus driver did not witness the incident, they will report the incident to their Lead Hand, who will report the incident to the Director of Operations, in writing.
4. The Director of Operations will review the on-board surveillance and follow-up with the bus driver and/or School Principal as required.

Parent or Guardian reports an issue:

1. The parent or guardian contacts the school principal to discuss the incident with their child(ren) (not more than 1-week after the incident).
2. The Principal will contact the Director of Operations with details of the incident in writing.
3. The Director of Operations will review the on-board surveillance and follow-up with the bus driver and/or School Principal as required.

Bus Driver reports an issue:

1. The bus driver must speak to the Director of Operations about the incident as soon after the incident as possible (not more than 1-week after the incident).
2. The Director of Operations will review the on-board surveillance and follow-up with the bus driver and/or School Principal as required.